

Approved For Release 2008/01/09 : CIA-RDP85B01152R001001340024-5

EXECUTIVE COMMITTEE

ON

FEDERAL PROCUREMENT REFORMS

## EXECUTIVE COMMITTEE'S CHARTER

ESTABLISHED EFFECTIVE MAY 18, 1982

CHAired BY ADMINISTRATOR FOR FEDERAL PROCUREMENT POLICY

### PURPOSE

- O ASSIST IN IMPLEMENTATION OF EXECUTIVE ORDER
- O PROVIDE BROAD POLICY REVIEW AND GUIDANCE
- O REVIEW AND EVALUATE TASK GROUP RECOMMENDATIONS

### MEMBERSHIP

- O EIGHT LARGEST PROCURING AGENCIES
- O SBA AND OPM

## ACTIVITIES OF THE COMMITTEE

### 0 PROVIDE ADVICE ON TASK GROUP

- ORGANIZATION
- NOMINEES TO CHAIR
- CHARTERS
- PLANS
- PROGRESS
- QUESTIONS AND OVERALL GUIDANCE

### 0 ADVISE AND COUNSEL OMB ON PERIODIC REPORT TO PRESIDENT

## ACTIVITIES OF TASK GROUPS

- O CHAIRED BY GENERAL / FLAG / SES EQUIVALENT
- O RESPONSIBILITIES OF CHAIRPERSON
  - ENSURE BALANCED MEMBERSHIP
  - DEVELOP
    - CHARTER AND BRIEF EXECUTIVE COMMITTEE
    - PLAN ON AREAS AND ISSUES TO BE EXAMINED (INCLUDING SCHEDULE FOR COMPLETION)
    - MECHANISM FOR COLLECTING AND DISSEMINATING IDEAS
  - BRIEF COMMITTEE ON
    - PROGRESS
    - RECOMMENDED ACTIONS
  - ENSURE ALL ACTIONS COMPLETED

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MEETINGS HELD  
AS NEEDED . . . AVERAGE 1 PER MONTH

EXECUTIVE SECRETARY DESIGNATED BY ADMINISTRATOR  
FOR COMMITTEE SUPPORT

- 0 PLAN
- 0 COORDINATE
- 0 PREPARE AGENDAS AND MINUTES OF MEETINGS

<u>TASK GROUP</u>	<u>TITLE</u>	<u>CHAIR NOMINEE/AGENCY</u>	<u>OFPP CONTACT</u>	<u>NO. OF AGENCY PERSONNEL IDENTIFIED TO WORK ON TASK GROUP</u>
1	ESTABLISH AGENCY PROCUREMENT EXECUTIVES	L. HOPKINS - NASA	L. HAUGH	30
2	ESTABLISH CLEAR LINES OF CONTRACTING AUTHORITY	C. ARMSTRONG DOI	W. COLEMAN	13
3	ESTABLISH GOVERNMENT-WIDE SYSTEM CRITERIA, INCLUDING COMPETITION, AND CERTIFY SYSTEM TO AGENCY HEAD	DOD (B/G DRENZ) (ED TRUSELLA)	L. HAUGH	15
4	REDUCE ADMINISTRATIVE COSTS AND BURDENS	DOD (B/G CONNOLLY)	C. CLARK	6
5	SIMPLIFY SMALL PURCHASES	DOD (R. CHIESA) GSA (D. DODGE)	B. GLOTFELTY	9
6	CAREER MANAGEMENT PROGRAMS	DOD (R. ADM. SANSONE) GSA (T. LAMOURE)	W. HUNTER	9
SPECIAL TASK GROUP BEING ESTABLISHED WHICH WILL INTERFACE WITH PROCUREMENT				
7	BALANCING PROGRAM NEEDS AGAINST MISSION PRIORITIES	AGENCY CHAIRED	J. HOOD	2
SPECIAL SUBTASK GROUP TO INTERFACE WITH OMB GROUP				
8	TIMELY PAYMENT OF ALL CONTRACTS	AGENCY CHAIRED	W. MATHIS	3

## OTHER IMPLEMENTATION PLANS

- 0 EACH TASK GROUP SEPARATELY BRIEFED ON EFFORT  
(WEEK OF JUNE 7), INCLUDING:
  - CONCEPTS
  - RESPONSIBILITIES, INCLUDING CHAIRS
  - SCHEDULES
  - PROGRESS REPORTS
- 0 MEETING WITH PRIVATE SECTOR  
(WEEK OF JUNE 14)
- 0 PUBLIC HEARING (NOVEMBER 82)
  - PROGRESS BEING MADE
  - SOLICIT IDEAS AND COMMENTS

SAMPLE TASK GROUP  
ON  
ESTABLISHING CLEAR LINES OF  
AUTHORITY AND ACCOUNTABILITY

FORMAT:

- I. ESTABLISHMENT (OF TASK GROUP WITH  
EFFECTIVE DATE)
- II. PURPOSE
- III. MEMBERSHIP
- IV. TASKS
- V. MEETINGS
- VI. SUPPORT



#### **IV. TASKS**

##### **O TASK GROUP -- PROPOSED GUIDANCE**

- TASK PLAN TO BE DEVELOPED BY  
SPECIFIC DATE**
- IDENTIFY SPECIFIC AREAS**

##### **O CHAIRPERSON'S RESPONSIBILITIES**

- SAME AS EXECUTIVE COMMITTEE CHARTER**
- COPIES OF ALL DOCUMENTS AND PROGRESS  
REPORTS GIVEN TO OFPP CONTACT**

##### **O OFPP CONTACT RESPONSIBILITIES**

- PARTICIPATE IN MEETINGS**
- KEEP EXECUTIVE SECRETARY INFORMED OF  
PROGRESS INCLUDING COPIES OF DOCUMENTS**
- SCHEDULE BRIEFING TO EXECUTIVE COMMITTEE  
THROUGH EXECUTIVE SECRETARY**

PERIODIC PROGRESS REPORTS  
TO PRESIDENT

EXECUTIVE ORDER REQUIREMENT

"REVIEWING AGENCY IMPLEMENTATION OF THE  
PROVISIONS OF THIS EXECUTIVE ORDER AND KEEPING  
ME INFORMED OF PROGRESS AND ACCOMPLISHMENTS"

NEED

- O COLLECT DATA / REPORTS FROM:
  - AGENCIES
  - TASK GROUPS
  
- O FREQUENCY . . . QUARTERLY INITIALLY

#### ROLE OF OMB / OFPP

- 0 ISSUE A BULLETIN
- 0 COLLECT AGENCY REPORTS IN RESPONSE TO BULLETIN
- 0 PREPARE REPORT

#### ROLE OF EXECUTIVE COMMITTEE

- 0 REVIEW AGENCY REPORTS
- 0 REVIEW OMB / OFPP DRAFT REPORT TO PRESIDENT

**DRAFT  
PROCUREMENT EXECUTIVE'S  
CHARTER**

**PROPOSED ADDITIONS / CHANGES**

**O NEED DEFINITION OF PROCUREMENT**

INCLUDES ALL STAGES OF THE PROCESS OF ACQUIRING  
PROPERTY AND SERVICES, BEGINNING WITH HOW NEEDS  
ARE DESCRIBED AND ENDING WITH THE CLOSE OUT  
OF THE CONTRACTUAL INSTRUMENT

**O NEED EXPLANATION OF HOW PROCUREMENT EXECUTIVE  
CAN ENHANCE OVERALL EFFECTIVENESS OF MISSION**

**O NEED IDEA OF SUPPORTING AGENCY'S MISSION  
ACCOMPLISHMENT**

**O RESPONSIBILITIES SHOULD ALSO INCLUDE**

- DESIGNATING AREAS FOR AGENCY UNIQUE STANDARDS
- ESTABLISHING CLEAR LINES OF CONTRACTING  
AUTHORITY

**O RECOGNIZE DUAL PROCUREMENT / GRANTS ROLE IN**

JULY 14 PROPOSED DATE  
FOR NEXT MEETING

TOPICS

- O REVIEW AND APPROVE TASK GROUP CHARTERS  
AND PLANS
  - INDIVIDUALLY BRIEFED BY CHAIRPERSONS
- O STATUS REPORT ON:
  - FAR IMPLEMENTATION
  - TIMELY PAYMENT OF CONTRACTS